



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

**815 North Orlando Smith Road
Oglesby, IL 61348-9692**

**Board Meeting
A G E N D A**

**Tuesday, March 19, 2013
Board Room
6:30 p.m.**

NOTE: If you are unable to attend this meeting, or if you have questions regarding the agenda, please call the President's office, 224-0402.

IVCC'S MISSION STATEMENT

IVCC teaches those who seek and is enriched by those who learn.

BOARD AGENDA ITEMS

January

Student Fall Demographic Profile

February

Authorize Budget Preparation
Tenure Recommendations
Non-tenured Faculty Contracts
Reduction in Force
Tuition and Fee Review
Five-year Financial Forecast

March

Strategic Plan Update
President's Evaluation

April

Board of Trustees Election (odd years)
Organization of Board (odd years)

May

Budget Adjustments
Bid Approval for Spring and Summer/Fall
Schedules
President's Contract Review
Vice Presidents' Contract Renewals

June

RAMP Reports
IT Strategic Plan
Prevailing Wage Resolution
Authorization of Continued Payment for
Standard Operating Expenses

July

Tentative Budget
a. Resolution Approving Tentative Budget
b. Authorization to Publish Notice of
Public Hearing
Employee Demographics Report

August

Budget
a. Public Hearing
b. Resolution to Adopt Budget
College Insurance (every 3 years)
Employee Demographics Report

September

Protection, Health, and Safety Projects
Cash Farm Lease
Program Review Report
Approval of College Calendar (even years)
Student Accomplishments

October

Authorize Preparation of Levy
Audit Report
Update Key Performance Indicators
New Key Performance Indicators (every 3 years)
ICCTA Award Nominations

November

Adopt Tentative Tax Levy

December

Adopt Tax Levy
Schedule of Regular Meeting Dates and Times

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees Meeting
Tuesday, March 19, 2013 – 6:30 p.m. – Board Room (C307)

A G E N D A

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Public Comment
6. Campus Update – Enrollment, Recruitment, and Financial Aid (Mark Grzybowski and Patty Williamson)
7. Consent Agenda Items - Anyone may remove an item from the consent item list by requesting the chair to do so. Items removed will be discussed and voted upon immediately following passage of the remaining consent items.
 - 7.1 Approval of Minutes – February 7, 2013 Special Board Meeting and February 19, 2013 Board Meeting (Pages 1-9)
 - 7.2 Approval of Bills - \$1,321,664.11
 - 7.2.1 Education Fund - \$949,599.78
 - 7.2.2 Operations & Maintenance Fund - \$138,323.94
 - 7.2.3 Operations & Maintenance (Restricted Fund) - \$123,330.40
 - 7.2.4 Auxiliary Fund - \$45,667.47
 - 7.2.5 Restricted Fund - \$37,709.07
 - 7.2.6 Liability, Protection & Settlement Fund - \$27,033.45
 - 7.3 Treasurer's Report (Pages 10-28)
 - 7.3.1 Financial Highlights (Pages 11-12)
 - 7.3.2 Balance Sheet (Pages 13-14)
 - 7.3.3 Summary of FY13 Budget by Fund (Page 15)
 - 7.3.4 Budget to Actual Comparison (Pages 16-23)
 - 7.3.5 Budget to Actual by Budget Officers (Page 24)
 - 7.3.6 Statement of Cash Flows (Page 25)
 - 7.3.7 Investment Status Report (Pages 26-27)
 - 7.3.8 Check Register - \$5,000 or more (Page 28)
 - 7.4 Personnel - Stipends for Pay Periods Ending February 9, 2013 and February 23, 2013 (Pages 29-34)

8. President's Report
9. Committee Reports
10. Purchase Request – Lateral File Cabinets for CTC (Page 35)
11. 2013 ICCTA Outstanding Faculty Award Nomination – Abhijeet Bhattacharya (Page 36)
12. 2013 ICCTA Outstanding Part-time Faculty Award Nomination – Cathi Nelson (Page 37)
13. Items for Information (Pages 38-39)
 - 13.1 Staff Resignation – Raeleen Bartolt, Shipping and Receiving Coordinator (Page 38)
 - 13.2 Recognition from the National Association for the Education of Young Children – Diane Christianson (Page 39)
14. Trustee Comment
15. Closed Session – 1) the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body; 2) pending litigation; and 3) closed session minutes.
16. Other
17. Adjournment

ILLINOIS VALLEY COMMUNITY COLLEGE
Board of Trustees
Minutes of Special Meeting
February 7, 2013

The Board of Trustees of Illinois Valley Community College District No. 513 convened a special session at 5:30 p.m. on Thursday, February 7, 2013 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Dennis N. Thompson, Chair
Larry D. Huffman, Secretary
Michael C. Driscoll
David O. Mallery

Members Absent: Melissa M. Olivero, Vice Chair
James A. Narczewski
Britney Burkart, Student Trustee

Others Physically Present: Jerry Corcoran, President

Mr. Thompson called the meeting to order at 5:36 p.m.

CLOSED SESSION

It was moved by Dr. Huffman and seconded by Dr. Driscoll to convene a closed session to discuss the selection of a person to fill a vacancy in a public office. Motion passed by voice vote. The Board entered closed session at 5:41 p.m.

On a motion by Dr. Driscoll and seconded by Dr. Huffman, the regular meeting resumed at 8:55 p.m. Motion passed by voice vote.

BOARD OF TRUSTEES APPOINTMENT

It was moved by Dr. Driscoll and seconded by Dr. Huffman to appoint Mr. Everett Solon to fill a two-year vacancy on the Illinois Valley Community College Board of Trustees created by the resignation of Leslie-Anne Englehaupt. Motion passed by voice vote.

ADJOURNMENT

It was moved by Dr. Driscoll, seconded by Dr. Huffman, and carried unanimously to adjourn the meeting at 9 p.m.

Dennis N. Thompson, Board Chair

Larry D. Huffman, Secretary

ILLINOIS VALLEY COMMUNITY COLLEGE

Board of Trustees

Minutes of Regular Meeting

February 19, 2013

The Board of Trustees of Illinois Valley Community College District No. 513 convened a regular session at 6:30 p.m. on Tuesday, February 19, 2013 in the Board Room (C307) at Illinois Valley Community College.

Members Physically Present: Dennis N. Thompson, Chair
Melissa M. Olivero, Vice Chair
Larry D. Huffman, Secretary
Michael C. Driscoll
David O. Mallery
James A. Narczewski
Everett J. Solon
Britney Burkart, Student Trustee

Members Absent:

Others Physically Present: Jerry Corcoran, President
Cheryl Roelfsema, Vice President for Business Services and Finance
Lori Scroggs, Interim Vice President for Learning and Student Development
Walt Zukowski, Attorney

APPROVAL OF AMENDED AGENDA

The agenda had previously been amended by adding another exception to enter closed session – student discipline case. It was moved by Dr. Huffman and seconded by Dr. Driscoll to approve the amended agenda, as presented. Motion passed by voice vote.

PUBLIC COMMENT

None.

CONSENT AGENDA

It was moved by Ms. Olivero and seconded by Dr. Huffman to approve the consent agenda, as presented. Motion passed by voice vote.

The following items were approved in the consent agenda:

Approval of Minutes – January 9, 2013 Facilities Committee Meeting; January 15, 2013 Board Meeting; and January 28, 2013 Audit/Finance Committee Meeting

Approval of the Bills - \$1,696,194.16

Education Fund - \$1,363,379.80; Operations and Maintenance Fund - \$68,170.31; Operations & Maintenance (Restricted Fund) - \$11,799.71; Auxiliary Fund - \$188,490.47; Restricted Fund - \$35,040.68; and Liability, Protection and Settlement Fund - \$29,313.19

Treasurer's Report

Personnel

Approved the stipends for the pay periods ending December 29, 2012; January 12, 2013; and January 26, 2013

Purchase Request – Welding Instructional Materials

Approved to purchase the Welding instructional materials from the Hobart Institute of Welding Technology in the amount of \$14,711.30

PRESIDENT'S REPORT

Dr. Corcoran gave a brief construction update: Zinc panel installation is progressing well now to the south side of the Peter Miller Community Technology Center. Installation of both elevators has begun. Other work including drywall and soffit, electrical rough-in, painting, lights, diffusers and sprinkler trim could be wrapping up in the next several weeks. On the east campus, the addition to the auto and welding facility and new maintenance building is going very well. Substantial completion walk-through on the maintenance building is scheduled for March 8. Overall, everything is on schedule. The administration will be asking for Board approval on a plan for purchasing furniture and fixtures for the new building so that everything is ready to go for a grand opening in late fall. Bonnie Campbell, dean of health professions and director of nursing, has shared the 2012 NCLEX pass rates for the nursing program: the Licensed Practical Nursing program pass rate was 100 percent (23 out of 23 and up from 96 percent in 2011) compared to the state average pass rate of 85 percent and the national pass rate of 84 percent. The Registered Nursing Program pass rate was 90 percent (56 out of 62, up from 86 percent the previous year) compared to the state's pass rate of 91 percent and the national pass rate of 90 percent. Dr. Corcoran congratulated the Nursing faculty and Bonnie Campbell on a job very well done in preparing students to enter the nursing profession. Every year IVCC faculty select a member to receive the Stephen Charry Memorial Award for Teaching Excellence. Students, faculty, and staff are invited to submit nominations to recognize instructors and counselors for outstanding service in teaching, leadership, professional development, and contributions to the College and community. This year's outstanding group of nominees includes Abhijeet Bhattacharya, Wes Black, Vince Brolley, Amanda Cook Fesperman, and Anna Marie Pietrolonardo. Although all of these nominees deserve enthusiastic congratulations for their commitment to students and their contributions to the College community, the recipient of this year's teaching excellence award is Abhijeet Bhattacharya. The finalists for this year's Support Staff Distinguished Service Award have been announced and they are Janna Bentley, Kris Curley, Linda Hawkins, Kim Herout, Diane Kreiser, and Frances Whaley. This year's winner will be announced on March 11 at the Support Staff retreat. Dr. Corcoran told these valued employees after hearing the good news, few things in life are as satisfying as being recognized by your peers for a job well done and the fact that they have been nominated for this recognition speaks volumes about the respect we all hold for them. Dr. Corcoran thanked Glenna Jones and

Paula Hallock for the wonderful job they have done in handling all of the details for the faculty and staff recognition programs this past year. There's a lot of work and attention to detail that goes with managing these programs and he is very proud of what they have accomplished, despite not filling a full-time position in the HR office. Congratulations also went to Fran Brolley, Sue Monroe and Donna Swiskoski on coordinating the January 26 Hall of Fame program—the best one yet. Dr. Corcoran thanked Trustees Thompson, Olivero and Huffman for being in attendance. Related to this is a reminder that the IVCC Foundation's top annual fundraiser, Irish Night, is scheduled for Saturday, February 23 at the LaSalle Knights of Columbus. The doors will open at 6:30 p.m. and music begins at 7 p.m. Dr. Corcoran encouraged everyone to attend for food, fellowship and great music by the Larkin and Moran Brothers band from Chicago. Congratulations went to Cheryl Roelfsema, Gary Johnson, Scott Curley, Mike Minnick and Lauri Carey for their work in positioning the college for a second consecutive year to receive recognition as a Tree Campus USA from the Arbor Day Foundation. Last week, IVCC hosted the IHSA 1A Sectional games on campus. Over 1250 fans and spectators were in attendance for two days to watch four teams compete--Putnam County, Annawan, Newark, and Hinckley-Big Rock. Thanks went to everyone in Athletics who assisted in coordinating the event including Coaches Cinotte, Canale, Tomasson and Pinter, as well Sue Harding and Austin Erickson (an intern from EIU) on a job well done. Dr. David Kuester, Norm Engstrom, Don Zellmer, Betsy Klopac, Jenna Stinson, Donna Stone, and the IVCC Improv captains and team, in cooperation with Follies Theatre Production, presented a workshop at Peru Catholic School for 120 first through eighth grade students and teachers. Over the next four weeks the students will write stories featuring a character or characters with disabilities, Horizon House staff members will review the stories, and the IVCC creative team will turn scripts into performances, and perform the plays for the school, recognizing the student authors.

COMMITTEE REPORTS

Dr. Huffman reported there were two items presented at the Audit/Finance committee meeting that were not on the board agenda for this month - the financial forecast for the next five years and a brief introduction to the Affordable Healthcare Act. He noted there are real challenges ahead in both of these areas.

FACULTY TENURE RECOMMENDATIONS

Dr. Lori Scroggs reviewed the rigorous evaluation process the instructors experienced over the past three years. The instructors were evaluated by the deans six times, by the vice president or associated vice president five times, and student evaluations over six semesters. They compiled portfolios of contributions made to students and the community. It is a very comprehensive process and the administration made some very important decisions in hiring these instructors.

It was moved by Dr. Driscoll and seconded by Dr. Huffman to approve tenure for **Keith King, Biology Instructor**. Motion passed by voice vote.

Ron Groleau introduced Mr. Keith King and noted he is a successful participant in the new faculty orientation sessions. He took the classroom assessment technique course and is now one of the instructors. He has served on the Anatomy and Physiology and Librarian selection committees. Keith is a member of the National Association of Biology Teachers. He is involved